

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
May 27, 2003

ATTENDEES:	Tom Robbins	Scott Willett	Laurie Mills
	Jan Grecian	Kay Dinolfo	Gail Wekenborg
	Jim Roggero	Gary Lyndaker	Steve Adams
	Jeff Falter	Larry Reynolds	Chris Wilkerson
	Dennis Bax	Paul Wright	Gina Hodge
	Doug Young	Jearl Reagan	Gerry Wethington
	Rex Peterson	Suzie Rackers	Jim Weber
	Kim Potzmann	Bob Meinhardt	Ron Thomas
	Todd Craig	Jill Hansen	Scott Peters
	Gail Morris	Rich Beckwith	Tony Wening
	Don Lloyd	Tom Stokes	Debbie Tedeschi
	Raymond Pope	Cliff Gronauer	Kim Hull
	Carolyn Cook		

ACTION ITEMS



Approval of the April 30, 2003, Information Technology Advisory Board Meeting Minutes. Motion to approve was made by Jim Weber and seconded by Jim Roggero. The Minutes were approved.

GENERAL BUSINESS

CIO Update (Gerry Wethington)

- Deputy Cabinet Meeting - On June 2 one topic discussed was the process of business continuity in different departments. Homeland Security Council will meet June 3 and reports will be presented by Cyber Security and Business Continuity Committees.
- Government Technology Summit - June 19 – committee members should register if wanting to go.
- e.Gov - new web page not up due to time - not getting with governor's office and proceeding with Department of Revenue on application.
- Business compliance one stop will meet today on how to register and combine business forms and put on web page. Need to think of what application you have in respect to business perspective that should be inventoried and identified and put on 'Show Me How To'.
- IBI customer meeting was held and will have another one to move forward
- OIT budget - calculated how OIT budget is proportioned across all agencies. OIT office worked up two spreadsheets, one set shows how the bill was split and the second shows how all would be included in the billing process. Spreadsheets are not complete, needing FY02 dollars. Need agencies to send these figures back to Gerry asap to conclude spreadsheets. Figures should include E&E and personal services. Figures should include PS, E&E not

including revolving funds. After FY04 will be able to pull out of SAM II with new five IT codes. Excluding telecom and SDC funds. Will use FY02 only figures for calculation on cost of OIT. For clarification - elected officials are not paying toward OIT, plus legislature and courts. Will send out spreadsheets after getting 02 figures from all agencies. Will discuss at June meeting.

- Business continuity templates – Homeland Security Council, Business Continuity Committee have looked at 10 best practices to start with. Looking at where to start to form a consistent template and develop methodology. Separation between what security's involvement in business continuity and dictation of what is to be done at agencies level.
- Invitation from Tim Daniels on statewide awareness on Data Warehousing - presentation on how to get information from all DW. Holding meeting to understand what Bull Services has to build out of data warehouse. Product Iway is already available in state. Issues would be platform and reporting tools and data standards and what data is needed.
- National Association of SC - merits consideration for recognition application deadline is June 18. If you want information on applying contact Gerry

Miscellaneous Items (Rex Peterson)

- Announced retirement and employment with MORE.net.
- Jim Weber will be stepping in as Chairman of the ITAB effective June 1.

Privacy Committee (Don Lloyd/Bob Meinhardt)

- Met May 14 – social security number question; do we need to put together something on how social security numbers should or should not be used. Suggested to look at NASCIO white paper for guidelines, Gerry will send white paper copy to committee for review. NASCIO position is not pro or con on use - needs to get states opinion on use and funding.
- Privacy policy template - where is it today? Jan is looking into status. Still operating on 1995 directives. Template has never been formally adopted. Committee to work on the template and policy both with guidelines and samples.
- Discussed monitoring on email usage and background checks and identity theft related to social security numbers. Confidentiality statement required in regards to the data used in SAM II.

IT Cost Committee (Mary Willingham)

- Question - what are the remaining 5 codes - Gerry will circulate these with new definitions of codes. Jan taking them back to next FMAC meeting. FMAC working to set up chart of accounts for FY04.

Digital Committee (Lew Davison)

- Ron Thomas reported that committee meeting Friday to gather information indicated on handout. Meeting scheduled with subcommittee on strategies and activities. Chairs of subcommittees will be calling for members, if interested and not contacted, call chair. Subcommittees are:
 1. Application Development – Jim Roggero/Pat Brooks
 2. Digital Media Development – Jim Weber/Kay Dinolfo
 3. CRM – Currently no chairperson
 4. Digital Certificate – Todd Craig
 5. Credit Card – Scott Peters

HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)

- No report - Jill had attended MO HIPAA – committee was interested in our confidentiality encryption and where it goes. Did a small check and noted what was secure.

Technology Services Update (Gail Wekenborg)

- Announced all day Steering Committee is Thursday at 8:30, will try to wrap up by 1:30. Network issues will be in morning.
- On agenda - draft of upcoming OIT cap.

MOTEC Update (Jim Weber/Paul Wright)

- Project Management had 5 staff sign up for practicum.

Statewide Purchasing Update (Gary Eggen/Karen Boeger)

- No report – Awarding of statewide prime vendor close to being announced.

Internet/MOREnet Update (Tony Wening)

- No report

Project Management Committee Update (Jim Roggero/Tom Stokes)

- Meeting last week to cover MOVAC and follow up on last presentation, MOVAC still moving forward. Budget situation has delayed talks with budget and planning, will talk with them after the special session.
- Talking and deciding to continue certification of Project Management and develop tracking mechanism for certification and recertification.
- Going thru Project Management methodology with Department of Health and Senior Services up thru August. Would like a mentor on this project - Robin Gibson has agreed to be an advisor and assistance.

Project Oversight (Gary Lyndaker/Bob Ordway)

- OIT web site - two documents marked as new- project oversight program and templates and reports. Looking at vitality piece and training and education piece and tool used to monitor budget maintenance and status.

Risk Management (Scott Peters/Tom Stokes)

- No report

Cost Benefit approach to State Government or Funding Committee (Dennis Bax/Jan Grecian)

- No report

Architecture Review Committee Update (Scott Willett/Bob Meinhardt)

- Approved three new areas on instruction
- Will start sending out monthly newsletter on e.gov.
- Lists of committee and dates of meetings are posted on web site.

Network Management Consortium Update (Jim Roggero/Jill Hansen)

- Subcommittee meeting on voice override update
- CISCO update - void in 911 area is now available.
- Jill met with CISCO - where we stand as with business partners. We need the business sector to tell us where we need to better our network. Help find a path to better IT and network, advise and guidance for better job in network area.

Mentoring (Tim Dwyer/Jan Grecian)

- No report

OPEN DISCUSSION

- Election - ITAB Committee will need a vice chair for the rest of this calendar year, will hold an election for such at the next ITAB meeting.

REVIEW OF ACTION ITEMS

- O2 budget items to OIT for completion of cost spreadsheets
- Gerry requested July and August calendars be brought to June meeting.
- Gerry to send white paper copy of NASCIO guidelines to Privacy Committee for review.
- Gerry to circulate remaining 5 IT Cost Codes with new definitions.

WORDS OF WISDOM FROM THE NEXT ITAB CHAIR **Jim Weber**

- Scheduling of remaining ITAB meetings - June meeting in DNR, remainder of meetings at the Secretary of State Building.
- Would like executive committees for all of ITAB; committees set up similar to Project Management and Digital Committees with subcommittees.
- Would like the CIOs to become more business wise in area of government. Will try to structure something in education, planning, budget etc.
- Want committee to look at today's structure as an IT unit and our future structure, then decide how to get there.
- Will work on placing minutes in a searchable by key phrases environment.
- Would like all members to send in bios for web site.
- Would like to develop an ITAB logo and motto.

NEXT MEETING

The next ITAB Meeting is scheduled for **June 25, 2003 at the DNR Building, Roaring River Conference Room, East Elm Street, Jefferson City, Mo.**

RP/sr

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Representatives of the news media may obtain copies of this notice by contacting:

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